



ADDENDUM # 2 - RFP 1651-12 SECURITY SYSTEMS, TURNKEY SOLUTION FOR MULTIPLE LOCATIONS

RFP Issued: August 31, 2012
Proposal Due Date: November 7, 2012 @ 3:00pm

September 28, 2012

To all prospective bidders: The purpose of this addendum is to clarify, change and add to the original RFP as follows:

Attachment 1: EVALUATION AND AWARD. For the purpose of clarification, Section 2, Sub-section 5 of the RFP is deleted and replaced with the attached Evaluation and Award clause.

Attachment 2: ENTERPRISE ACCESS CONTROL. Section 3; Scope of Work and General Requirements of the RFP is amended to add item 10, Components and Requirements for Enterprise Access Control.

Attachment 3: PROBLEMS TO BE ADDRESSED. Based upon discussion at the pre-proposal conference and the initial walk through, Section 4 of the RFP, Problems to be Addressed is deleted in its entirety and replaced with the attached revision.

Attachment 4: PRICE PROPOSAL. Delete Section 6 - Price Proposal Form in its entirety and replace with the attached Price Proposal form. The Revised Price Proposal incorporates pricing for an Enterprise Access Control System.

Attachment 5: NETWORK LAYOUT – CLARIFICATION. There will be a T1 connection for all locations in this RFP, including Kent Apartments which is not shown on the Network Layout. A revised Network Layout will be on the CD containing site plans.

REVISED SCHEDULE OF EVENTS:

Pre-proposal conference	September 12, 2012 @ 10:00a.m.
1 st Site Inspection	Thursday September 20, 2012
2 nd Site Inspection	Thursday October 11, 2012
Proposal Due Date	November 7, 2012 @ 3:00pm (Details 1.4 of RFP)
Evaluation Period (tentative)	Week of November 12, 2012
Award/Contract Effective	Week of December 10, 2012

All other terms and conditions the original RFP remain unchanged. Questions concerning this RFP should be put in writing to Linda Kennedy [at bids@hartfordhousing.org](mailto:bids@hartfordhousing.org).

Issued By: Jeff Seeley, Systems Administrator, Housing Authority of the City of Hartford

ATTACHMENT 1

SECTION 2: SUBMISSION OF PROPOSALS, EVALUATION AND AWARD

Delete Section 5 Evaluation and Award of the original RFP and Replace with:

5. EVALUATION AND AWARD OF PROPOSALS - Revised

All Proposal Submissions will be reviewed to determine if the proposal substantially complies with the requirements and procedures contained in this RFP. Respondents that are not in substantial compliance with not be considered further.

A selection panel will review and score remaining submissions against the criteria noted below -- the highest achievable score is 100. Bidders achieving a minimum score of 80 will be considered to be within a competitive range.

EVALUATION CRITERIA	POINTS
A. Capacity to Perform/General Background and Experience (As evidenced by the bidders Organizational structure, Experience/, Time Schedule)	20
B. Technical Response/System Functionality (Ability to satisfy general requirements and resolve current issues; quality of products offered)	25
C. Long Term Cost Containment (Ease of adding on users and components in reasonable increments, general availability of equipment and services on the open market, clarity of all costs including future costs as demonstrated in Bidders Supplemental Pricing Information)	15
C. Competitiveness of Fee Proposal (Competitiveness of Proposed Fees with preference afforded to simplicity of pricing structures)	25
D. Socio-economic Consideration (EEO/Affirmative Purchasing) (Section 3 EEO employment practices; affirmative purchasing in subcontracting with small businesses including minority and women owned business and overall community involvement in recruiting residents of Public Housing communities as evidenced by the EEO statements; subcontractors proposed, and written commitments to hiring or contracting with residents of Public Housing communities when possible).	10

INTERVIEWS/NEGOTIATION

Unless there is no need for negotiation, a selection panel may conduct interviews to negotiate with respondents within the competitive range. The purpose of the negotiation will be to seek clarification with regard to and advise respondents of the deficiencies in both the technical and price aspects of their

proposal so as to assure a full understanding and conformance to the requirements of the solicitation. Initial scores may be adjusted upward or downward based upon the outcome of interviews. The Authority may request best and final offers from bidders within the competitive range. In such an event, the request for best and final offer will allow bidders to correct upward or downward certain aspects of their technical and price proposal based upon a Final Scope of Work and Requirements. The purpose of the Final Scope of Work and Requirements will be to establish common ground by which bidders can make their adjustments.

AWARD

Award will be made to the responsible respondent whose proposal is most advantageous to the Authority based upon the selection criteria stated in the Request for Proposal. The Authority reserves the right to make a “no award” on all or any part of this Request for Proposal and to negotiate the extent of services provided (upward or downward) in any Service Area.

ATTACHMENT 2

SECTION 3: SCOPE OF WORK AND GENERAL REQUIREMENTS

ADD:

10. ENTERPRISE ACCESS CONTROL COMPONENTS AND REQUIREMENTS

The Housing Authority of the City of Hartford (the Authority) is seeking an integrated solution that consists of hardware and software designed to control entry into selected areas of its properties.

Components of the access control system:

Software: Used to adjust all parameters of the system, control hardware, display events related to movement of users, alarms and operation of hardware devices. The software will also be used for storing all events in the database and generating reports based on requirements defined by an operator.

Electromechanical hardware:

- Electric locks

Electronic hardware:

- Controllers: receive settings from software and control the electromechanical hardware of the system.
- Contactless readers: read unique numbers of identification cards/tags and forwards the numbers to controllers.

System users:

- Operators: responsible for administrating the system, creating new users, issuing cards and performing other regular daily tasks.
- Installers: responsible for installing, programming, maintaining and troubleshooting the system.
- Users: regular staff of the company, with permanent or long-term ID cards (or PINs), who use the system to gain access to certain building areas as configured by operators.
- Visitors: people that are not employed by the end-user company, but still have rights to access certain areas (contractors, visitors, delivery people, etc.).

Technical requirements

A. Software

1. There should be no limitations on the number of PC workstations, readers and alarm inputs.
2. The number of cards/users should be limited only by memory available in hardware.
3. Access levels should be assigned to a user, not to a card, in order to help issue a new card in a fast and easy manner, without reassigning access levels.
4. The software should support at least 4000 holiday dates and have automatic holiday rescheduling feature.

5. The software should have the ability to perform scheduled automatic database maintenance and backup tasks at user selected intervals and ability to configure the amount of history stored in the active database.
6. The software should have the ability to produce the following report types: system and alarm event reports, user reports, hardware configuration settings, access level reports. The reports should be available in Adobe PDF and MS Excel formats.
7. Report filters should be convenient and user friendly: allow operator preview user photos, content of access levels, hardware settings and time zone configuration.
8. The software should support an unlimited number of building floor plans.
9. Floor plan viewing interface should have convenient zoom in/out controls by mouse wheel.
10. The software should allow operator to conveniently edit floor plans by “dragging and dropping” hardware devices to selected plan areas.
11. The software should allow assigning custom icons to each floor plan in order to help operators identify floor plans quickly. The software should have a wide selection of default icons as well.
12. The software should support “full-screen” mode that would take up 100% of the monitor area and prevent operators from starting or accessing any other programs.
13. All configuration and user changes should be sent to controller immediately. The software should display the progress in percent as the changes are being downloaded. The downloading should be done in background and not affect the normal use of the software in any way.
14. The floor plans should display real-time status of system hardware and allow operators to immediately see the effects caused by configuration changes.
15. Dynamic search function should be present in all windows of the program: search results should be narrowed automatically as a key phrase is being entered. I.e. after entering characters “xy” the program should locate and display all records containing these characters, and after typing in more characters should refresh the results automatically.
16. The software should use an industry standard database engine released not earlier than 2005 and currently supported by the manufacturer.
17. The software should have the ability to automatically display photos and additional information about users as they enter/exit through doors.
18. The software should be available in the official language(s) of the country where it is being installed. If such language is not included in the standard installation, the software should support user friendly translation method: simply replacing program text directly in the software (“on the fly”), without the need of sending any files to the manufacturer for compiling.
19. The software should have a modern interface, attractively designed and convenient to use.
20. The software should be adapted for operators who have not received any special training related to management of integrated security systems. Graphical user interface should be intuitive. Introducing the system to a new operator should not take more than 1 hour.
21. In order to reduce the amount of work done by an operator, the software should incorporate an option to copy objects: users, doors, floor plans, time schedules, access levels and holidays.
22. The software should facilitate integration with other systems of the building.
23. The software should have the ability to transfer entry and exit events to HR systems with the purpose of work time calculation.
24. The software should store information and provide reports about visitors and appointments.

B. Hardware

1. The hardware should support open architecture. Communication protocols should be available to system integrators and software development companies in order to protect end-users from being constrained to a single brand of hardware or software.
2. All system parameters including card numbers, PINs, access levels, time schedules, holidays and operations modes should be stored in controller and IP-reader memory and not affected in case of a power loss.
3. Single-door controller and IP-reader should have enough memory to store at least 40,000 users. Two-door controller should have enough memory to store at least 250,000 users.
4. In case communication with the host PC is interrupted, the controller and IP-reader should have enough memory to store at least 5000 latest events (FIFO buffer).
5. Operation of controller and IP-reader should be completely independent of the PC or “Master controller”. Should the PC or the communication link fail, the users should not be affected in any way and all functions should continue working.
6. IP-reader should have the following inputs and outputs:
 - i. Exit button input
 - ii. Door contact input
 - iii. Auxiliary alarm input
 - iv. Tamper sensor and tamper input
 - v. Inputs for monitoring AC power and backup battery state. There should be an option to reconfigure these inputs to function as general purpose inputs.
 - vi. Relay for controlling an electric lock.
 - vii. General purpose auxiliary output relay.
7. One-door controller should have the following inputs and outputs:
 - i. Power output for the reader
 - ii. Outputs for controlling LEDs and beeper of the reader
 - iii. Wiegand or Clock/Data input
 - iv. Exit button input
 - v. Door contact input
 - vi. Auxiliary alarm input
 - vii. Tamper input
 - viii. Inputs for monitoring AC power and backup battery state. There should be an option to reconfigure these inputs to function as general purpose inputs.
 - ix. Relay for controlling an electric lock.
 - x. General purpose auxiliary output relay.
8. Two-door controller should have the following inputs and outputs:
 - i. Power output for two readers
 - ii. Outputs for controlling LEDs and beepers of the readers
 - iii. Two Wiegand or Clock/Data inputs
 - iv. Two exit button inputs
 - v. Two door contact inputs
 - vi. Two auxiliary alarm inputs
 - vii. Tamper input
 - viii. Inputs for monitoring AC power and backup battery state. There should be an option to reconfigure these inputs to function as general purpose inputs.
 - ix. Two relays for controlling an electric lock.
 - x. Two general purpose auxiliary output relays.

9. Relays of controllers and IP-readers should support two modes of operation: (a) dry contact and (b) powered mode, whereas power to the lock is provided via relay contacts this way simplifying wiring and eliminating the need for an additional power supply.
10. Controllers and IP-readers should have an RS-232/485 communication port that would act as a backup communication channel in case the network connection was interrupted.
11. Controllers and IP-readers should have a built-in PoE capability, in order to reduce wiring and provide backup power effectively. PoE feature should comply with the 802.3af standard.
12. Controllers and IP-readers should be capable of supplying up to 600mA @ 12VDC to peripheral devices: readers, electric locks, sirens, detectors, etc.
13. Controllers and IP-readers should accept the standard 12VDC power input in case an existing network infrastructure does not support PoE.
14. In case the main PC of the system fails, controllers and IP-readers should accept a connection from a laptop in order to diagnose the problem, change settings or control peripheral devices.
15. In case of an alarm controllers and IP-readers should initiate communication and provide timely notifications to operators. Hardware that does not initiate communication and needs to be polled frequently will not be acceptable due producing needless traffic on the network and processing load on the PC.

ATTACHMENT 3

SECTION 4: PROBLEMS TO BE ADDRESSED- REVISED

Respondents are required to address, at minimum, the problems cited in this section which are supplemented by Property Profiles. The Property Profiles are intended to provide background concerning situations and deficiencies at each location.

4.0 All Locations:

- A. The primary consideration is to integrate the current security systems as well as the proposed new/upgraded security systems in an enterprise surveillance system that can be monitored and stored in a central location.
- B. Building access control – The buildings with current access control (180 Overlook, warehouse, Betty Knox, and Smith Tower) should have access control integrated with the enterprise surveillance system. This should allow central control of access cards/fobs as well as local ability to create new access card/fob and remove access from system.

4.1 Smith Tower -- (Property Profile 4.1 - handout at site inspection) – UPGRADE/REPAIR

Smith Tower is a senior living facility with two hundred units. It is a twenty story structure with ten units per floor. Smith Tower is located in Hartford's Charter Oak Neighborhood, near the near the downtown area. Unarmed security guard services are provided 365 days a year from 4 PM to 9 AM.

- 1. Several cameras are "out"; repair is necessary. Some cameras need adjusting or cleaning; clean/adjust cameras as necessary.
- 2. System is standalone & different from other sites, migrate to an enterprise surveillance system that can be monitored and stored at the Administrative Office, 180 Overlook Terrace.
- 3. Camera installation and/or repair in elevators will be a collaboration of the successful Vendor, Elevator Contractor and the Authority. If assistance or additional equipment is needed that is outside the scope of the contact, it is the bidder's responsibility make this known in the proposal response.
- 4. Monitors and video review controls are not accessible to the operator/guard can see, relocate monitor(s) and install control(s) to a more appropriate location
- 5. Existing visitor management system should be improved to allow the guard more visual coverage of the front door. At least 2 additional cameras are needed at this location
- 6. Remove and cap non-functioning systems and devices which become obsolete as a result of new/upgraded equipment.

7. Laundry area does not have surveillance; Install surveillance in this area
8. Upgrade or Replace keyless entry system to an enterprise access system in accordance with specifications contained in this RFP.
9. Exterior doors are not alarmed; Install security system on exterior doors to monitor unauthorized access and propped doors; tie system into centrally managed enterprise system with common user database, codes, etc.,
10. Visitor management is handled by clip board sign in; implement an improved visitor management system that is capable of being integrated into an enterprise system.

4.2 Betty Knox Apartments (Property Profile 4.2 handout at site inspection) UPGRADE/REPAIR

Betty Knox Apartments is a senior living facility with two hundred units. It is a ten story structure with twenty units per floor. Betty Knox Apartments is located in Hartford's Charter Asylum Hill Neighborhood. Asylum Hill is located in the center of the city

1. Some cameras need adjusting or cleaning; clean/adjust/add cameras as necessary.
-exterior camera in front SE corner of the building requires re-positioning to remove glare and obtain good coverage of front area. The other side of the building has no coverage.
2. System is standalone & different from other sites, migrate to an enterprise surveillance system that can be monitored and stored in at the Administrative Office, 180 Overlook
3. Monitors and DVR controls are not located where the operator/guard can see - Relocate monitor(s) and control(s) to a more appropriate location
4. Existing visitor management system is reliant on telephone; replace visitor management system with a new system not reliant on telephones
5. Time clock in the visitor management system is not correct. The doors are supposed to lock at 3 PM and unlock at 7AM but they are off by an hour due to daylight savings time issues; new visitor management system should be IP based and enterprise based so central scheduling can be implemented.
6. Remove and cap non-functioning systems and devices which become obsolete as a result of new/upgraded equipment.
7. Laundry area does not have surveillance; install surveillance in this area
8. Upgrade or Replace keyless entry system to an enterprise access system in accordance with specifications contained in this RFP.

5. Exterior doors are not alarmed; Install security system on exterior doors to monitor unauthorized access and propped doors; tie system into centrally managed enterprise system with common user database, codes, etc.
6. Visitor Management is handled by clip board sign in; implement an improved visitor management system that is capable of being integrated into an enterprise system.

4.3. Mary Mahoney Village (Property Profile 4.3 handout at site inspection) – DESIGN/BUILD

Mary Mahoney Village is a senior living facility; the village is made up of five two story town-house type structures. Mary Mahoney Village is located in Hartford's Upper Albany Neighborhood.

1. No surveillance system exists. Design/build surveillance system
- minimum coverage is 4 cameras; main entrance, rear entrance, hallway, community room
2. Laundry area does not have surveillance; install surveillance in this area (hallway camera may serve this purpose)
3. Exterior doors are not alarmed; install security system on exterior doors to monitor unauthorized access and propped doors; tie system into centrally managed enterprise system with common user database, codes, etc.

4.4. Kent Apartments (Property Profile 4.4 handout at site inspection) – DESIGN/BUILD

Kent Apartments is a senior living facility with sixty units. It is a six story structure with approximately ten units per floor. Kent Apartments is located in Hartford's Charter Asylum Hill Neighborhood.

1. No surveillance system exists. Design/build surveillance system
2. Camera installation and/or repair in elevators will be a collaboration of the successful Vendor, Elevator Contractor and the Authority. If assistance or additional equipment is needed that is outside the scope of the contract, it is the bidder's responsibility make this known in the proposal response.
3. Install keyless entry system on interior front door/rear door and tie to an enterprise access system in accordance with specifications contained in this RFP.
4. Install exterior video surveillance.
5. Laundry area does not have surveillance; install Camera in Laundry area – Electronic Access is not desired as residents prefer to leave the door open.

6. Exterior doors are not alarmed; install security system on exterior doors to monitor unauthorized access and propped doors; tie system into enterprise system with common user database, codes, etc.

4.5. Mary Shepard Place (Property Profile 4.1 handout at site inspection) – DESIGN/BUILD

Mary Shepard Place is a mixed occupancy living facility with several hundred units. It is a campus townhouse property with nine main buildings spread throughout a large footprint. Mary Shepard Place is located in Hartford's Clay Arsenal Neighborhood.

1. No surveillance system exists. Design/build surveillance system (office, garage and playground).
2. Install interior cameras in garage and front office area
3. Install exterior cameras in front area, driveway and playground
4. Install keyless entry system and tie to an enterprise access system in accordance with specifications contained in this RFP. (garage, interior door and front door)

4.6. Warehouse (Property Profile 4.6 handout at site inspection) – UPGRADE/REPAIR

The Warehouse is a facility used for storage of maintenance supplies and equipment and is also used as a central administrative office for the facilities department. The Warehouse is located in Hartford's Clay Arsenal Neighborhood nearby several automobile repair shops and other industrial type facilities.

1. Some cameras need adjusting or cleaning; clean/adjust cameras as necessary.
2. Additional cameras needed to monitor removal of large items from the warehouse and to monitor entrance and exits.
3. System is standalone & different from other sites, migrate to an enterprise surveillance system that can be monitored and stored in a central location
4. Replace keyless entry system (front door, 2nd door to admin area and side area) and tie to an enterprise access system in accordance with specifications contained in this RFP.
5. Exterior doors are not alarmed; install security system on exterior doors to monitor unauthorized access and propped doors; tie system into centrally managed enterprise system with common user database, codes, etc.
6. Currently Fire and Burglary systems are connected. It is anticipated that Fire will be disconnected by the current monitoring company for continued and separate monitoring. Fire Alarm monitoring is not part of this RFP.

4.7. Administrative Offices (Property Profile 4.7 handout at site inspection)– UPGRADE/REPAIR

The Administrative Offices is the central office for administration for Hartford Housing Authority. The building is used for a variety of business functions including administration, IT, accounts payable, accounts receivable, etc. The Administrative Offices is located in Hartford's Behind the Rocks Neighborhood nearby West Hartford's Elmwood area and the Wal-Mart shopping plaza.

1. Some cameras need adjusting or cleaning; clean/adjust cameras as necessary
2. System is standalone & different from other sites, migrate to an enterprise surveillance system that can be monitored and stored in a central location
3. Monitors and DVR controls are not located where the operator/guard can see; relocate monitor(s) and control(s) to a more appropriate location.
4. Replace keyless entry system and tie into an enterprise system in accordance with specifications contained in this RFP.
5. Monitoring of front lobby and side door is necessary, camera in time clock area needed.
6. Exterior doors are not alarmed; Install security system on exterior doors to monitor unauthorized access and propped doors; tie system into centrally managed enterprise system with common user database, codes, etc.,
7. Visitor management is handled by clip board sign in; implement an improved visitor management system that is capable of being integrated into an enterprise system

ATTACHMENT 4

SECTION 5: PRICE PROPOSAL FORM –REVISED

SECURITY SYSTEMS, TURNKEY SOLUTIONS FOR MULTIPLE LOCATIONS

All work shall be in strict accordance with the terms and conditions of the Contract Number (1651-12), as supplemented by the information contained herein:

- () Plans/drawings and specifications dated – (to be supplied by the successful Respondent)
- () Statement of Work - (to be supplied by the successful Respondent)

PERFORMANCE PERIOD: Work shall be complete within 120 days after receipt of notice to proceed, unless otherwise approved by the OITPM.

PERFORMANCE & PAYMENT BONDS: Payment and performance bonds in the amount of 100% of the bid award are due within 10 days of award.

INSURANCE CERTIFICATE: Evidence of general liability, auto and workers compensations in minimum limits of \$1,000,000 will be due within 10 days of award. (See Section 36 of HUD Form 5370)

DAVIS BACON WAGE DETERMINATION: The prevailing wage determination checked below, in effect at the time of award of the Contract, is attached and applicable to the Contract.

- (X) Wage Schedule for Residential Work (4 stories and under)
- (X) Wage Schedule for Building Work (over 4 stories)

Bidders are required to hold firm to their bid price for 120 days from the date of bid opening.

BID PRICE. Respondent agrees to provide for the furnishing of all design work, labor, material, equipment, and supervision necessary to affect a turnkey solution for security systems at multiple locations as described in this RFP:

Bidder has attached the following pages which will be taken into consideration in evaluation, award and negotiation of contract.

- () Issues and Assumptions in accordance with Section 2, 3.1
- () Add-ons, Options and Accessories in accordance with Section 2, 3.2
- () Future Costs in accordance with Section 2, 3.3

.....continued on next page

ITEM	DESCRIPTION	UNIT	PRICE
01	SMITH TOWER – TOTAL JOB	LUMP SUM	\$
01.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
02	BETTY KNOX APARTMENTS – TOTAL JOB	LUMP SUM	\$
02.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
03	MARY MAHONEY VILLAGE – TOTAL JOB	LUMP SUM	\$
03.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
04	KENT APARTMENTS – TOTAL JOB	LUMP SUM	\$
04.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
05	MARY SHEPARD PLACE – TOTAL JOB	LUMP SUM	\$
05.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
06	WAREHOUSE – TOTAL JOB	LUMP SUM	\$
06.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
07	ADMINISTRATIVE OFFICES – TOTAL JOB	LUMP SUM	\$
07.1	365, 24/7 Monitoring and Maintenance of Alarm Systems Guaranteed for 3 years from date of warranty expiration.	ANNUAL	\$
08	ENTERPRISE ACCESS CONTROL SYSTEM, ALL HARDWARE AND SOFTWARE NECESSARY TO	LUMP SUM	\$

	ACCOMMODATE 1000 USERS (excluding installation which should be built into the total job price at each location)		
08.1	Annual Support to resolve problems, including 800 Hotline, as applicable. Annual Fee should be guaranteed for 3 years from the end of the first year.	ANNUAL	\$
08.2	Annual Fee for Upgrades/Enhancements as necessary to stay current for annual support purposes.	ANNUAL	\$
9.0	ON-SITE TRAINING FOR ALL SYSTEMS (Use an extra sheet of paper to items costs per training session if necessary).	LUMP SUM	\$
		TOTAL BID	\$

SIGNATURE: _____
Name and title of person authorized to sign

COMPANY NAME _____

DATED _____